


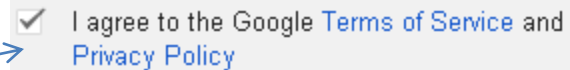
How to share and upload files to Google Docs

First, let's learn how to upload files to Google Docs. Google Docs was recently changed to Google Drive, but it's still the same thing. If you don't have a Gmail account, you will have to make one. Go to accounts.google.com, shown here →  <https://accounts.google.com/>

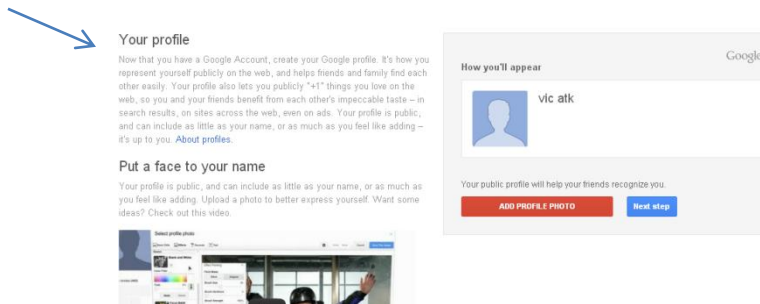
Click the sign up button on the top right of the screen




Then fill out the information below. Check the box to agreeing to Terms of Service and Privacy policy

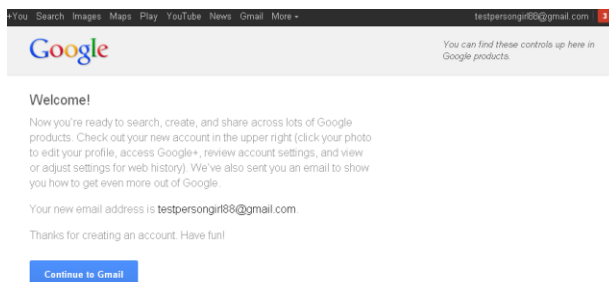


After you're done with that, this screen should pop up



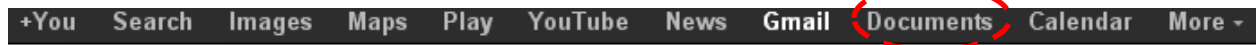
Next step

Hit , or add a profile picture for your account. After you hit Next step, this screen should come up



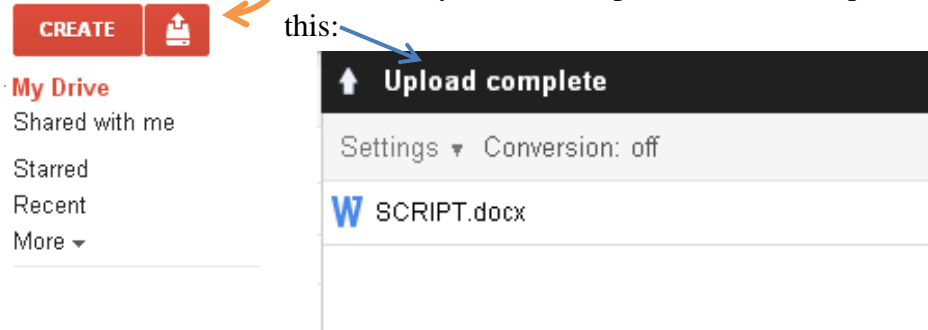
[Continue to Gmail](#)

Click . You will have an option to take a tour of the website, so you can if you want to. Now that you have an account, now you can share out and upload files easily! Go to your inbox. On the top of the website, you will have these options.



Click on “Documents”. Or if you already have an account, it might say “Drive” instead. We are going to upload a file first, and then share it out. You can also create a file or presentation in Google Docs/Drive. To upload a document, look to the top left of the screen. You will see this:

Click the button to the right: that looks like this. Click files and click on the file you want to upload. When the upload is complete, you will see



Then click the file and it should come up in Docs. You can share out, edit, and basically do whatever you want with your file! Now let's share it out. Once you have the desired file open, the top left of your screen should give you 4 options. Click **File**. Then click your first option, “Share” this screen should come up

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/open?id=0B4vTeRSYZ5wsZEhFX01wSVgtU1U>

Share link via:



Who has access

Private - Only the people listed below can access [Change...](#)

victoria atkinson (you) vikatkinson737@gm... [Is owner](#)

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

You add the email address of who you want, or choose them from your contacts. You can then choose if you would like them to edit, comment, or view. Click “Done”. They should get an invitation to join you. You have now uploaded and shared out a file in Google Docs! Yay!